

POSITION DESCRIPTION
MONITORING AND EVALUATION SPECIALIST

BASIC FUNCTION OF POSITION:

The primary purpose of this position is to perform ME&L and reporting functions for the Mission. The incumbent serves as a principal ME&L advisor to the Mission including its Development Objective (DO) teams in the conception, design, development and implementation of ME&L systems for the USAID/WA development program.

MJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

A. Advise and Support the Mission on ME&L Policy, Guidance, Systems and Overall Approach- 20%

1. Provide guidance to all Mission personnel on all aspects of USAID and Mission's policy and the Mission's strategy related monitoring, evaluation and learning.
2. Ensure that the Mission-wide Performance Management Plan (PMP), a key component of the RDCS, is an effective and well-documented plan that adequately measures progress and accomplishments under the Mission's portfolio. Coordinate input from all technical offices to the PMP. Facilitate use of the PMP as a tool by senior management for decisions.
3. Ensure DO teams understand and implement the Mission ME&L approach including the concept and practice of the Collaboration, Learning and Adapting (CLA) methodology, which enables the Mission to remain flexible in program implementation.
4. Participate in the design of new Project Appraisal Documents (PAD) and activities, particularly related to the setting of goals, objectives, targets, anticipated results and monitoring and evaluation plans. Ensure PAD and activity ME&L plans align with Regional Development Cooperative Strategy (RDCS) ME&L approaches.
5. In consultation with the DO teams, maintain a schedule for all monitoring and evaluation activities and ensure that they are carried out in a timely manner.
6. Review and provide written comments, in consultation with DO teams, on contractor and grantee annual work plans and activity monitoring and evaluation plans to ensure that activities and targets in the work plans support the indicators and anticipated results as included in the relevant PMP.
7. Make sure that all technical teams possess adequate expertise in the areas of performance measurement and that activity managers in each DO team receive adequate training. The incumbent in coordination with the ME&L Team Leader provides the necessary training.

8. Ensure that partners understand USAID's strategic planning, monitoring and evaluation concepts, and support partners in developing M&E plans and meeting other M&E needs.
9. Assist with the deployment of Mission-wide Geographic information Systems to support technical offices.
10. Perform other miscellaneous duties related to supporting DO Teams, as assigned.

B. Guide Effective Performance Monitoring Including Data Quality, Tracking and Reporting - 30%

1. Assess the quality of performance data for all of the technical sectors' performance indicators through designing, developing and implementing a system of surveys and instruments to collect data, analyzing the survey data, and writing Data Quality Assessment reports, including presenting survey results to DO Teams; thus ensuring compliance with Agency policy. This may include site visits to regional institutions and stakeholders entrusted with public statistics, other donors, and USAID/WA contractors and grantees to ascertain that their M&E systems adequately support the DO teams' M&E plans and that data provided are of sufficient quality to support informed decision-making.
2. Provide expertise while leading the data quality assurance process as well as reporting on compliance with USG policy and regulatory requirements. Provide guidance to the Mission, client Missions other USG agencies, regional stakeholders and implementing partners concerning M&E systems and issues.
3. Manage as required, the Mission's computerized database(s) for tracking achievements against development objectives and intermediate results, and for preparing the annual Performance Plan and Report (PPR) for USAID/Washington.
4. Conduct periodic field visits to monitor activities of implementing partners in coordination with technical offices and assess progress; identifies and anticipates implementation problems; and works with technical officers and partners to make the most effective use of available program resources.

C. Advise DO teams on Evaluations: 30%

1. Coordinate with Contracting Officer Representatives/Agreement Officer Representatives (COR/AOR) or activity managers in charge of the Mission's third party ME&L capacity building awards to ensure that teams adequately use these resources.
2. Serve as a resource and provide support to technical teams on Mission evaluation processes including evaluation design, scope of work development, evaluation implementation and management, data collection management and evaluation data use.

3. Manage evaluation activities (where appropriate) and support technical offices in evaluation process from start to completion. Create and chair evaluation selection committees; provide guidance to external teams of technical experts; participate in evaluation execution and final report writing.
4. Ensure evaluation excellence, adherence to, and implementation of the Agency's Evaluation Policy to improve the quality and relevance of evaluations conducted with USAID funds.
5. Ensure that evaluation recommendations are used in new Mission procurements and project designs.
6. Manage evaluation data and facilitate the use of and importation of evaluation data to inform decision making processes and support technical offices with the ability to visualize, analyze and better use evaluation data products.

D. Support Collaboration, Learning and Adapting (CLA) in the Mission

20%

1. Analyze and interpret, in conjunction with Mission Contract Officer COR/AORs, activity data to better understand implications of performance data for the activity, how to use it effectively for decision-making, management purposes, informing new program designs and supporting the CLA approach.
2. Participate in and play a significant role in leading and designing Mission semi-annual Portfolio Reviews to demonstrate progress in achieving results.
3. In collaboration with DO Teams and other RPO staff, support learning and/or collaboration events to promote learning among stakeholders in the region, including the dissemination of lessons and best practices.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **Education:** Completion of a Bachelor's degree in Social Sciences such as political science, sociology, economics international development or Monitoring and Evaluation is required.
2. **Prior Work Experience:** A minimum of Five (5) to seven (7) years professional experience in monitoring and evaluating development projects is required. At least five (5) years of professional experience in the area of monitoring and evaluation. This should include developing performance management plans, selecting indicators and developing targets, conducting evaluations, surveys, assessments, designing log frames and other tasks related to ME&L and at least five (5) years of experience with reporting on project activities is required. This should include writing quarterly reports, project success stories, final reports, and other reporting tasks.

Significant work experience which demonstrates a strong understanding of computer systems, in particular database used to track results and other programmatic information is required.

3. **Language Proficiency:** Excellent English Language (written and oral skills) and ability to write technical documents in English, to concisely summarize complex ideas and to edit work is required. ***English Language proficiency will be tested.***
4. **Job Knowledge:** Must have advanced knowledge of ME&L key concepts, systems and procedures, particularly as they relate to USAID reporting; data collection and information sharing; financial management; database systems; basic development practices and knowledge of development challenges and historical context for West Africa. Understanding of information needed to effectively design projects and perform rigorous project monitoring and evaluation. Possess highly developed analytical skills and basic knowledge of monitoring and evaluation, preferably on development projects.

Skills and Abilities: The incumbent must have superior data collection; analysis, writing and presentation and communication skills. The ability to obtain, evaluate and interpret factual data and prepare precise, accurate and complete report is required. Demonstrated ability to establish and maintain relationships across government entities, donor organizations, bilateral and multilateral agencies and private sector organizations. Must have proven, cross-cultural and interpersonal skills; exceptional computer skills, and knowledge of software program applications such as Word, Excel, PowerPoint, Access, Environmental Research Systems Institute (ESRI), ArcGIS and other database software and word processing programs. Must have strong ability to facilitate learning, collaborate in a team environment and work independently to achieve Mission Objective. Must have effective communication skills to present and advocate ME&L concepts such as evaluation policies, data quality practices etc. to USAID staff and implementing partners (IPs). Strong writing skills are required to prepare regular and ad hoc reports, project document and briefing papers. Must have ability to work in a team environment,